

PARENT ADVISORY COUNCIL

HAMILTON ELEMENTARY SCHOOL

<https://hamilton.sd38.bc.ca/parents/pac> | [✉ hamiltonSD38PAC@gmail.com](mailto:hamiltonSD38PAC@gmail.com)
f Hamilton Elementary PAC (Parent Advisory Council)

PAC Meeting Minutes for September 25th, 2024 (In-Person)

In attendance: Mark McCallum (Principal), Karen Burroughs-Chan (Vice-Principal), Lorita Tang-Withers (PAC Chair), Juliana Yim (Treasurer), Jessica Hubele (RPDA Representative), Melissa Fong (Communications Coordinator), Kristina Uyeda (Social Media Coordinator), Yumi Yamada (Fun Lunch Coordinator), Vivian Wu, Jason Wu, Simona Meredith, Haroon Chohan, Nabila Chohan, Liuna Li, Irene Empleo, Phung Chau, Jason Trieu, Lynn Lu, John Aranda, Kuna Lu, Joanne Phung.

Babysitters: Jake Withers, Nate Hubele, Vidia Trieu. (Thank you!)

We would like to acknowledge and thank the First People of the (Hun-ki-meen-um) language group on whose traditional and unceded territories where we are gathered and meet tonight.

CALL TO ORDER

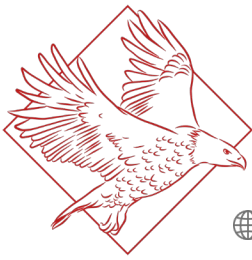
Motion to approve previous meeting minutes from the PAC AGM on June 12, 2024 – Yumi Yamada, Jessica Hubele

WELCOME & INTRODUCTIONS [Lorita Tang-Withers]

- PAC stands for Parent Advisory Council. Every parent or guardian who has a child at Hamilton Elementary is automatically a member of the PAC.
- The main purpose of the PAC is to support and improve quality of education, and encourage the well-being of our students
- Every year, we receive funding from the government (\$20/student.) This year, we will receive about \$7400 in government funding based on last year's number of students.
 - Only parents can decide on how this money is used. (School admin has no say.)
 - Requirements to be eligible for government funding: updated constitution & by-laws, regular meetings, and 3 Exec members (PAC chair, secretary and treasurer.) If we do not meet these requirements, we lose this money.
- Thank you for being involved, and for attending this meeting tonight!

SCHOOL REPORT [Mark McCallum & Karen Burroughs-Chan]

- New staff this year – Ms. Lo (Resource), Ms. Aguilar (Kindergarten), Ms. Yipp (Relief)
- School was held at 16 Divisions for this year. Our school is full/classes are now full.
- 1 assembly has happened so far. Truth and Reconciliation Assembly coming up (September 27), followed by a Reflective Walk (parents are welcome.) There will be a Remembrance Day Assembly in November.
- Camp Meeting for Grade 7s tonight (Sept. 25th.) Camp Sasamat happens Oct 15-17, for grade 7s only (no grade 6s this year.)
- Ms. Malin has a Bookfair coming up in October that will occur around Conference Days & Early Dismissals (October 23 & 24.) She will be requesting help from parent volunteers (PAC can help to promote.)
- Grade 6/7 Volleyball teams have started back up today (Sept. 25.)
- Winter Performance Event is upcoming in December. Save the Date for December 18!
- Fruit & Veggie Program: We are registered (via BC Farmers), however start date is still TBD.
- Feeding Futures program is continuing this year, and first food delivery arrived today (Sept. 25.)
- Grade 5 active passes have arrived and will be distributed to students shortly.



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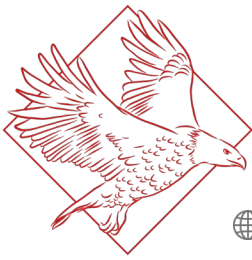
- Saleema Noon is not booked yet for this year, but Mr. McCallum will follow-up. (This occurs every 2 years, and was not done in 23/24.)
- No info about DARE program yet, or if it is continuing.

TREASURER'S REPORT [Juliana Yim] [See Attached Reports]

- PAC scholarship recipient in June: Aden Cheung, McNair Secondary School (graduated from Hamilton in 2019)
- **Operating Budget:**
 - Use is not restricted / has no conditions.
 - Fundraising money goes into this account, including Fun Lunch Friday profits.
 - This year, we aim to net: \$10,500 from Fun Lunch Friday, and \$2000 from "Other" fundraisers. **Goal is \$12,500.**
- **Operating Expenses:**
 - \$6000 for Classroom Funds (\$300/class), \$300 for Munch-A-Lunch admin fees, \$500 for Incentives/Staff Appreciation, \$300 for Retirement Gifts, \$350 for Student Appreciation, \$500 for Scholarships.
 - We are also saving for the eventual cost of a new playground.
- **Gaming Account:**
 - Is restricted to being spent on extracurriculars only (IE - Spirit Days, Pumpkin Patch, Christmas Treats, Walk a Thon Cookies, etc.)
 - Any monies earned from a raffle (IE – Walk a Thon) go into this account as there is a "chance to win."
 - This funding has been applied for. We usually receive it in October. (Est \$20/student.)
- **Gaming Expenses:**
 - PAC approves funds to be spent from this account on Music/Dance programs, Camps, etc. to help subsidize costs
 - PAC Approves Pumpkin Patch support again this year! [Juliana, Lorita]
 - Juliana will send a copy of budget to Tonia so she knows what she can claim.




FUNDRAISING [Lorita Tang-Withers, Jessica Hubele, Yumi Yamada]

- **Classroom Funds:**
 - Most of our fundraising goes into our classrooms (\$6000). This money is for staff to use so that they do not need to spend money from their own pocket (each classroom receives \$300.)
 - Teachers were asked what they spend money on: science project materials, board games, arts & crafts supplies, specialty project supplies, student incentives/rewards, etc.
 - This money is also used to buy books for classroom libraries and replace old technology/laptops.
- **Fun Lunch Fridays:**
 - Raised approx. \$11,000 last year. This is PAC's biggest fundraiser! (Our target this year is \$10,500.)
 - Fun Lunch Fridays start back up on September 27. (Our first lunch, Pasta, has set a new record: 179 orders!)
 - All our favorite vendors have returned (BP, Sushi Lovers, Subway, Taco Luis and Bala Foods.) We have secured these vendors and our lunch dates for the entire 24/25 school year.
 - We have one new menu item this year: Tamago Maki sushi!
 - Due to rising food and staffing costs, all vendors have increased their prices (some by more than \$1), so unfortunately, we also had to raise our prices this year.
 - If financial support is needed for ordering Fun Lunch, please reach out to Ms. Burroughs-Chan (this can be applied for via Feeding Futures program.)

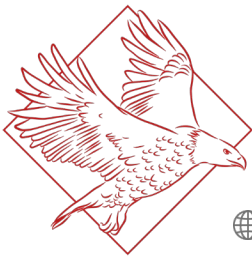


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- Bundles are once again being used to cut down on Stripe and Transaction Fees (for parents and for PAC!)
- We strongly encourage ordering ahead! (No extensions/no exceptions to ordering deadlines.)
- **Volunteer Sign-Up/Fun Lunch Volunteers:**
 - Yumi Yamada and Lydia Liew will be running the volunteer link this year.
 - Term 1 is currently full. Thank you, parents! It's nice to see so many new & returning faces.
 - 3-4 parents are needed each Friday to receive and disburse lunches to students. Takes approximately 1 hour, from 11:30am-12:30pm.
 - 2 student volunteers (Grade 6s) also help every Friday (Lorita passes around a sign-up sheet each term.)
 - If there are extra lunches at the end of distribution, parent volunteers are welcome to take home extras as a thank you for their time. Lollipops are given to student volunteers as a thank you in T1 this year.
 - Lorita has created an updated pod map. (Will be laminated!)
- **Walk-A-Thon:**
 - *What is a Walk-A-Thon?* Last year, this occurred in May. Kids obtained pledges, and for every \$20 pledged, they received an entry ballot towards prizes. There is a walk around the school in theme-attire (last year was tropical), followed by games organized by the teachers on the field. Last year, we raised approx. \$7000.
 - This event requires a lot of admin/oversight, as well as a lot of solicitation for draw prizes, and is not set in stone for us to repeat again this year.
 - Could a Spring Fair possibly replace this? *Kristina Uyeda interested, and will put together a proposal.*
- **Neufeld Farms:**
 - Will be run by Charmaine Schmaltz this school year.
 - Parents can purchase frozen food items – this is a very popular, seasonal fundraiser for PAC!
 - Raised approx. \$2000 over 2 fundraisers last year (Holiday season and BBQ season in April!)
 - Online ordering will go live on November 1, with pickup scheduled for November 28.
- **Afterschool Treat Sales:**
 - These have been handed over to the Grade 7 Grad Committee to assist with their fundraising efforts for their June Farewell Event.
 - Last year, PAC raised \$1500 from selling Krispy Kreme donuts, popcorn, ringpops and cookies. We hope that they are just as successful, if not more!
 - Their first afterschool treat sale is October 11. (Pre-order deadline October 4.)
 - Grade 7s are busy making signs and cards – they are excited and eager to be involved!
- **Other/Questions/Proposals:**
 - [Kuna Lu] Would there be interest in offering Christmas Mini Photo Sessions? Kuna is a photographer. Could offer special pricing for Hamilton Elementary families. Proposal has been sent to PAC Inbox for consideration.
 - [Phung Chau] Is there a wish list for classroom donations? [Karen Burroughs-Chan] There are Bookfair wish lists, but no supplies wish lists. Teachers usually need more specialty project items. Suggestion to contact classroom teacher directly for any donations for supplies are needed.
 - [Liuna Li] Some schools have offered clinics with a nurse/pharmacist for flu shots. Proceeds could go towards fundraising efforts. [Mark McCallum] School would need permissions from the District, etc. to do something like this. [Lorita Tang-Withers] PAC would need more detail. Request for Liuna to forward proposal to PAC Inbox.



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- [Melissa Fong] We will need to begin to request Silent Auction items (new/unopened items) soon if this is run again this year.
- **Winter Concert Fundraising:**
 - PAC fundraising efforts in December are intended to replace afterschool treat sale revenue. (We have asked Grade 7 Grad Committee not to do December fundraising due to this already being a busy and expensive month for parents.
 - [Karen Burroughs-Chan] there have been requests from staff to limit fundraising during this month as well.
 - [Jessica Hubele] working on a proposal to be circulated/for input; however, this could look like: A 50/50 and Concession at the Winter Concert, a VIP Seat Raffle, and/or a Silent Auction.
 - These are all items that parents have repeatedly asked for, and we want to try to execute as many as possible! However, will require a holiday volunteer committee to make this happen!
 - Stay tuned for more details...!

RDPA UPDATE (Richmond District Parents Association) [Jessica Hubele]

- First Meeting of the school year: October 1.
- All new Executive Committee this year. They seem organized, and energized!
- RDPA has made a budget cut this year to PACs ability to use their zoom license for virtual meetings. They have asked PACs to request use through their school administration.
 - Hamilton PAC will host 3-4 Zoom/Virtual meetings this year.
 - Lorita will follow up with Mark on what might be possible.
 - One of the PAC Exec may also have Teams or Zoom that PAC can use. TBD.
- Sometimes, PAC received information from RDPA from the city, district public library or sports council regarding free programs or special funding that is available to youth. These are not things PAC would promote on our channels, but would Mr. McCallum like these forwarded to him? (Yes!)

OSC UPDATE (Out of School Care – Hamilton Community Centre) [Jessica Hubele]

- First Meeting occurred September 10.
- PAC has forwarded our calendar for Fall/T1. OSC will forward theirs next meeting (October 8.)
- OSC registration is currently full, with 12 waitlisted. Most demand this year is coming from grades 4/5/6 students.
- Over the summer, the OSC Family Handbook was updated for 24/25. HCC reached out to PAC to approve wording regarding afterschool treat sales, as there was none previously. Good to now have clarity for parents around expectations and involvement, and OSC kids will not be restricted from making purchases. (OSC will come with staff through the regular treat sale lineup, as staff and timing permit.)

PRIZE DRAW [Jessica Hubele, Melissa Fong]

- Thank you all for coming!
 - Liuna Li: Winner of the Hot Chocolate/Skate Pass/Gloves Gift Pack!
 - Haroon Chohan: Winner of the Starbucks Gift Card/Mug/Chocolate Gift Pack!

NEXT PAC MEETING (Virtual)

- Tuesday, October 29 @ 6pm.

